



**COUNTY OF LOS ANGELES – PUBLIC HEALTH
Service Planning Area 4 – CENTRAL HEALTH CENTER**

Vacancy Announcement

SUPERVISING CLINIC NURSE I

Minimum Requirements:

Must currently hold the payroll title of Supervising Clinic Nurse (SCN) or be on a reachable SCN I list.

Examples of Duties:

- Verifies all nursing tasks and ordered treatments have been performed by nursing staff and documented.
- Delegates, assigns, and supervises the assigned work to Registered Nurses, Licensed Vocational Nurses, Nursing Attendants in the clinics, which may include ancillary staff.
- Provides direction and leadership by developing and conducting trainings to orientate new employees to nursing policies and procedures of clinic.
- Performs duties and responsibilities as established by the Department protocol/policy and procedures.
- Assists the Nurse Manager in developing policies and procedures, workload analysis and development of staffing patterns.
- Evaluates factors such as safety, effectiveness, availability, cost and benefits, efficiencies and impact on practice when choosing practice options that would result in the same expected outcome.
- Promotes staff development and professional growth.

Desirable Qualifications:

- Supervisory and Occupational/Employee Health experience
- Highly organized with an ability to perform multiple tasks and establish priorities
- Strong communication, written, problem-solving, organizational, and leadership skills
- Excellent interpersonal skills, self-motivated and flexible, and able to work independently
- Ability to work collaboratively with different disciplines
- Computer literate
- Patient and staff advocate

Interested applicants should send a cover letter, current resume, copies of last two performance evaluations, and employee time records for last two years by Friday, September 15, 2017 to:

Jenny Stohner, ANM Secretary

Telephone: (213) 989-7122, Fax: (213) 250-5396

e-mail: jstohner@ph.lacounty.gov

Only the most qualified candidates will be scheduled for an interview.

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

PLEASE POST